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24 August 1961

MEMORANDUM FOR: Director of Training

SUBJECT: Records Officers Indoctrination Course

1. During the past year the Clandestine Service Records Committee has been concerned with the problems of records management, maintenance and disposal. In the course of its deliberations the committee concluded that a major problem was the limited knowledge possessed by Records Officers within the Clandestine Services concerning the CS Records System and the responsibilities of the Records Officer as part of that system. In order to solve this problem, the committee proposed the development of a Records Officers Indoctrination Course to be conducted by the Office of Training. The DD/P Training Officer was requested to coordinate the efforts of various CS components in defining the desired content of this course.

25X1A9A 2. After consultation with appropriate CS elements and a representative of the OTR, Mr. [] a statement of objectives and proposed course content was prepared. This course description is attached for the information and use of the Office of Training.

25X9 3. As of this date, the number of Records Officers within the [] whom should attend this course. It is hoped that classes of 25-30 students may be scheduled on a weekly basis until this large back-log of officers has received indoctrination. Subsequently, it is anticipated that rotation of personnel will provide about 10 prospective students per month, thereby establishing a requirement for conduct of the R.O. Indoctrination Course, on a continuing basis, at approximately two month intervals.



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4. The DD/P Records Management Office has primary interest in this training with the CI Staff and Records Integration Division also having a valid concern. All of the above components will cooperate with the Office of Training to the fullest in providing material and instructors where appropriate.

5. It is requested that the Office of Training accept this requirement and designate an officer to work with the above named Clandestine Services officials in the final development and scheduling of the proposed course.

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Attachment

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